



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET

ISSUE DATE: October 15, 2003
CLOSING DATE: November 7, 2003

ANNOUNCEMENT NUMBER
OMB-04-02-MJ

Title, Series & Grade:
General Attorney
GS-0905-12/15
(\$58,070 - \$124,783)

Vacancy Location:
Office of Management and Budget
Office of the General Counsel
Washington, DC 20503

FULL PERFORMANCE LEVEL: GS-15

AREA OF CONSIDERATION: OPEN TO ALL SOURCES. FEDERAL STATUS IS NOT REQUIRED.

THIS POSITION IS IN THE EXCEPTED SERVICE

PLEASE NOTE: To ensure safe and timely receipt of your application, we encourage applicants to submit an electronic application to EOPJOBS@OA.EOP.GOV or fax it to (202)395-1194/1262. We cannot guarantee that applications mailed will be received by the closing date of this announcement.

DUTIES: The position is for an attorney that would provide legal advice and assistance to the Office of Management and Budget (OMB) General Counsel and to OMB officials and staff. OMB General Counsel's office provides legal advice and assistance relating to the full range of matters that OMB handles, which includes appropriations and budget laws, Federal management, regulatory and information policy, procurement policy, financial management policy, legislative relations, and interagency legislative coordination. In addition, the General Counsel's office provides legal advice and assistance to OMB officials and staff on in-house administrative legal matters, including personnel, ethics, and FOIA. The General Counsel's office also works with the Justice Department and other agencies, and with OMB officials and staff, on litigation matters involving and/or affecting OMB. It is envisioned that the attorney would handle a wide range of projects and tasks in these and other areas.

MINIMUM QUALIFICATION REQUIREMENTS: Applicant must be a graduate from a full course study in a School of Law accredited by the American Bar Association and be a member in good standing of the bar of a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico. Applicants must have at least one year of post-J.D. experience.

HOW YOU WILL BE EVALUATED: To receive maximum consideration in the evaluation process, applicants should provide written evidence (no more than 5 pages) of experience and how it relates to the duties referenced above and the knowledge, skills and abilities listed below.

KNOWLEDGE, SKILLS, AND ABILITIES: The ideal candidate will have excellent academic credentials, excellent legal research and writing skills, and experience working for the Federal Government or on legal matters involving the Federal Government. Knowledge of the functions, duties, and operations of the Executive Branch is essential. Experience working on litigation matters and/or on Federal administrative legal matters (personnel, ethics, FOIA) would be helpful.

HOW TO APPLY: Send (1) an Optional Application for Federal Employment (OF 612); or a resume; or the SF-171, Application for Federal Employment; or other written application, ensuring that all required information shown in the flyer OF 510, Applying for a Federal Job, is included in your application; (2) your latest SF-50 “Notification of Personnel Action” and Performance Appraisal if you are a current or former Federal employee; (3) on a separate sheet, a narrative summary (no more than 5 pages) of your experience and/or education which concisely addresses your qualifications for the position, and (4) if applicable, SF-15, Application for 10-point Veteran Preference.

WHERE TO APPLY: Completed form(s) must faxed to:
Executive Office of the President
Office of Administration
Human Resources Management Division
(202) 395-1194/1262

APPLICATIONS WILL ALSO BE ACCEPTED ELECTRONICALLY. PLEASE SUBMIT YOUR APPLICATION TO EOPJOBS@OA.EOP.GOV.

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.

If you omit any of the required information specified in the Optional Form 510, “Applying for a Federal Job”, your application may be rated **INELIGIBLE**.

Applicants submitting applications in postage-paid Government envelopes are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 18 U.S.C.1719.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

APPLICATIONS WILL NOT BE RETURNED.

NOTE: Relocation expenses will **NOT** be paid to the applicant selected.

SECURITY CLEARANCE: A security clearance will be conducted. Applicants selected for employment must be 18 years old when appointed.

DRUG TESTING: The applicant tentatively selected for this position may be required to submit to urinalysis to screen for illegal drug use prior to appointment. After appointment, the employee will be included in the agency’s random drug testing program.

Direct Deposit is REQUIRED: As a condition of employment, candidates appointed, competitively Promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.

Applicants will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, age, membership or non-membership in employee organizations, or non-disqualifying physical handicap. Disabled applicants, Disabled Veterans or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status are eligible to apply to announcements limited to status candidates and should clearly specify their special eligibility on their application.

Users of Telecommunications Devices for the Deaf (TDD) may call (202) 395-1160.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.